



Founders Day Commission Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, January 22, 2024, at 6:30 PM

AGENDA

CALL TO ORDER AND ROLL CALL

Commission Members

Brenda Medcalf, Chair
Darrell Debish, Vice Chair
Susan Warwick, Secretary
Brian Daniel
Lisa Garza
Sharon Goss
Mark Handley
Clinton Holtzendorf
Dee Marsh
Michael Monaghan
Jeff Shindler
Brad Thomas
Brian Varnell

Staff, Consultants, & Appointed/Elected Officials

Parks & Community Services Director Andy Binz
Community Events Coordinator Johnna Krantz
Content Marketing Specialist Stephanie Hartnett
Deputy Public Works Director Craig Rice

PRESENTATION OF CITIZENS

A member of the public that wishes to address the Commission on any issue, regardless of whether it is posted on this agenda, may do so during Presentation of Citizens. It is the request of the Commission that individuals wishing to speak on agenda items with a public hearing hold their comments until the item is being considered. Individuals are allowed two (2) minutes each to speak and may not cede or pool time. Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the Commission must present the documents to the City Secretary or City Attorney providing at least fifteen (15) copies; if fifteen (15) copies are not provided, the Commission will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Chair may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.

MINUTES

- 1. Discuss and consider approval of the January 8, 2024, Founders Day Commission regular meeting minutes.**

BUSINESS AGENDA

- 2. Discuss and consider recommendation regarding budget for General Event Supplies related to the 2024 Founders Day Festival.**
- 3. Presentation and recommendation regarding Sanitation and Safety related to the 2024 Founders Day Festival Mighty Thomas Carnival. *John Hanschen***
- 4. Discuss and consider recommendations regarding the 2024 Founders Day Festival Traffic Control and Site Plan.**

COMMITTEE REPORTS

Reports are for purposes of planning and providing staff direction for activities related to the Founders Day Event, and no action shall be taken.

- 5. Arts & Crafts Committee**
- 6. Carnival Committee**
- 7. Entertainment Committee**
- 8. Parade Committee**
- 9. Publicity Committee**
- 10. Sanitation Committee**
- 11. Security Committee**
- 12. Site Plan Committee**
- 13. Sponsorship & Underwriting Committee**
- 14. Traffic Committee**
- 15. Volunteer Committee**
- 16. Budget Committee**

CLOSED SESSION

The Commission has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel

Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.

UPCOMING MEETINGS

Founders Day Commission Meetings

February 12, 2024, at 6:30 p.m.

February 26, 2024, at 6:30 p.m.

March 11, 2024, at 6:30 p.m.

March 25, 2024, at 6:30 p.m.

City Council Meetings

February 6, 2024, at 6:00 p.m.

February 20, 2024, at 6:00 p.m.

March 5, 2024, at 6:00 p.m.

March 19, 2024, at 6:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION OF MEETING

*I certify that this public meeting is posted in accordance with Texas Government Code Chapter 551, Open Meetings. This meeting agenda is posted on the bulletin board at the City of Dripping Springs City Hall, located at 511 Mercer Street, and on the City website at, www.cityofdrippingsprings.com, on **January 19, 2024, at 1:50 p.m.***

Cathy Gieselman, Deputy City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



Founders Day Commission Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, January 08, 2024, at 6:30 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Commission Vice Chair Debish called the meeting to order at 6:31 pm.

Commission Members Present

Darrell Debish, Vice Chair
 Susan Warwick, Secretary
 Brian Daniel
 Lisa Garza
 Sharon Goss
 Mark Handley
 Clinton Holtzendorf
 Dee Marsh
 Michael Monaghan
 Brad Thomas
 Brian Varnell

Commission Members Absent

Brenda Medcalf, Chair
 Jeff Shindler

Staff, Consultants, & Appointed/Elected Officials present

Deputy City Administrator Shawn Cox
 Parks & Community Services Director Andy Binz
 Community Events Coordinator Johnna Krantz
 Content Marketing Specialist Stephanie Hartnett
 Deputy Public Works Director Craig Rice
 Emergency Management Coordinator Roman Baligad
 Council Member Sherrie Parks

Mark Handley was welcomed as a new member of the Commission.

A motion was made by Commissioner Daniel to excuse tonight's absences of Chair Medcalf and Commissioner Shindler. Commissioner Debish seconded the motion which carried unanimously 10 to 0.

PRESENTATION OF CITIZENS

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No one spoke during the Presentation of Citizens

MINUTES

1. **Discuss and consider approval of the November 13, 2023, Founders Day Commission regular meeting minutes.**

A motion was made by Commissioner Daniel to approve the November 13, 2023, Founders Day Commission regular meeting minutes with the following corrections:

- (1) **Item 9:** Remove Daniel from and add Varnell to the Parade Committee; and
- (2) **Item 14:** Remove Adams from Sponsorship committee, and correct Sponsorship goal amount from \$82,500 to \$90,000.

Commissioner Marsh seconded the motion which carried unanimously 10 to 0.

BUSINESS AGENDA

2. **Discuss and consider possible action regarding the rental of a generator to provide electrical access for Texas Lottery Commission 2024 Founders Day Event Sponsor Booth to be located near Bluff Springs Shopping Center.**

Exact power supplies need to be determined before decision can be made.

3. **Discuss and consider possible action regarding the rental of a portable restroom trailer unit during the 2024 Founders Day Festival.**

Item was discussed. A motion was made by Commissioner Daniel to postpone this item. Commissioner Thomas seconded the motion which carried unanimously 10 to 0.

COMMITTEE REPORTS

Reports are for purposes of planning and providing staff direction for activities related to the Founders Day Event, and no action shall be taken.

4. Arts & Crafts Committee

Commissioner Monaghan

Emails have been sent to returning vendors. Returning vendors and sponsors desiring a booth can now request a booth. Applications will be made available for new vendors February 5.

5. Food and Carnival Committee

Commissioners Goss and Warwick

Food vendors are full. Carnival is a go. Extra security in the carnival area should deter line-cutting, rude behavior, etc.

6. Entertainment Committee

Commissioners Thomas, Daniel and Holtzendorf

Discussions are ongoing with Masonic Lodge members as to our use of their parking area. As soon as contracts with major music acts are signed, the Commission requests they be highlighted on social media. The Entertainment Committee prefers local acts on the Buddy stage.

7. Parade Committee

Commissioners Varnell and Medcalf

Committee is asking for suggestions for the theme for the parade. Applications will be posted on possibly March 1 and entries will be limited to 50.

8. Publicity Committee

Commissioners Marsh, Thomas, Daniel, and Holtzendorf

Early bird sponsorships are coming in.

9. Sanitation Committee

Commissioners Shindler, Holtzendorf, and Debish

Committee is getting bids on rentals and also on clean-up during and after the event. Church of the Springs will no longer be handling the trash clean-up during the event.

10. Security Committee

Commissioners Debish, Handley, and Medcalf

One additional officer will be added. We are getting panel fencing and bike racks from Viking. We have a credit with Viking because we cancelled the bike racks last year.

11. Site Plan Committee

Commissioners Metcalf, Debish, Shindler, and Monaghan

Committee is finalizing location of dumpsters. The location for the Lottery Commission trailer is approved as long as water barriers are placed behind the trailer. The City (not the Fire Department) will fill the water barriers.

12. Sponsorship & Underwriting Committee

Commissioners Debish, Marsh and Daniel

Early bird sponsorships will end around January 31. Two sponsorship packets will be given to each commissioner at the next meeting in hopes that each member will be able to get sponsorships. We will reach out to new businesses. Ads for sponsorships will be placed in the Chamber of Commerce newsletters. There will be no party for major sponsors this year.

13. Traffic Committee

Commissioners Medcalf and Debish

Emergency Management Coordinator Baligad will provide the Emergency Management Plan. The Traffic Control plan is in progress, waiting on site plan changes from the Site Plan Committee. The DS Rotary Club will assist with the Shuttle Bus service on Saturday of the event.

14. Volunteer Committee

Community Events Coordinator Johnna Krantz

Signup Genius will be used for volunteers to sign up.

15. Budget Committee

Commissioner Medcalf, Garza, and Community Events Coordinator Johnna Krantz

Commissioner Garza asked that the City pass along to her the expenditures and sponsorship amounts so that she can keep current figures in the budget.

CLOSED SESSION

The Commission has the right to adjourn into closed session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Closed Session item will be taken in Open Session.

The Commission did not meet in Closed Session.

UPCOMING MEETINGS

Founders Day Commission Meetings

January 22, 2024, at 6:30 p.m.

February 12, 2024, at 6:30 p.m.

February 26, 2024, at 6:30 p.m.

City Council Meetings

January 16, 2024 at 6:00 p.m.

February 6, 2024 at 6:00 p.m.

February 20, 2024 at 6:00 p.m.

ADJOURN

A motion was made by Commissioner Daniel to adjourn the meeting. Commissioner Holtzendorf seconded the motion which carried unanimously 10 to 0.

This regular meeting of the Founders Day Commission was adjourned at 7:46 pm.

Susan Warwick

Susan Warwick, Secretary
Founders Day Commission



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Johnna Krantz, Community Events Coordinator

Commission Meeting Date: January 22, 2024

Agenda Item Wording: **Review and discuss list of general event supplies to ensure we are within budget before approving purchases.**

Agenda Item Requestor: Johnna Krantz, Community Events Coordinator

Summary/Background: Event supplies should be ordered early order to ensure all items arrive ahead of the Festival. Commissioners should review all supply requests on this list to ensure we remain on budget before purchases are made.

Staff Recommendations: Commissioners should provide any additional supply requests to the Community Events Coordinator as soon as possible.

Recommended Commission Actions: .

Attachments: General supply list.

Next Steps/Schedule: Order approved event supplies.

FOUNDERS DAY 2024 – General Supply list

- | | | |
|--|----------------------------------|---|
| 1. 24 packets Commercial Electric 8 in. UV Cable Tie, Black (100-Pack) GT-200STCB - The Home Depot | \$ 263.52 | |
| 2. 2 packets Commercial Electric 36 in. Natural Heavy-Duty Cable Tie (15-Pack) GT-920HD(15) - The Home Depot | \$ 28.82 | |
| 3. 16 boxes Ultrasac 55 Gal. Drum Liner Trash Bags (50 Count) HMD 792695 - The Home Depot | \$ 447.52 | cheaper options available on Amazon
Last year: 8 of 150 count = \$399.92 |
| 4. 10 rolls Tenax 4 ft. x 100 ft. Orange Guardian Safety Barrier Fence 2A060006 - The Home Depot | \$ 356.20 | purchased 5 rolls last year + some
leftover from 2022. in Stephenson bldg. |
| 5. 1 case TP (bulk from Amazon, 48 rolls) | \$ 44.41 | is this not supplied by J-Bar? |
| 6. 1 sunblock Amazon.com: Banana Boat Sport Ultra SPF 50 Sunscreen Lotion, 128oz Bulk Sunscreen, Banana Boat Sunscreen SPF 50 Lotion, Oxybenzone Free Sunscreen, Banana Boat Lotion Sunscreen Bulk SPF 50, 128oz : Beauty & Personal Care | \$ 25.92 | |
| 7. 4 https://www.amazon.com/Ginger-Lily-Farms-Conditioning-Cruelty-Free/dp/BOBYKTSPRG/ref=sr_1_6?hvadid=580905078908&hvdev=c&hvlocphy=1026201&hvnetw=g&hvqmt=e&hvr and=18192291453195354724&hvtargid=kwd-40274301024&hydadcr=27975_14520833&keywords=hand%2Bsoap%2Bgallon%2Brefill&qid=1702414724&sr=8-6&th=1 | \$ 79.96 | is this not supplied by J-Bar? |
| 8. Duct tape Case of - https://www.homedepot.com/p/3M-1-88-in-x-20-Yds-Multi-Use-Orange-Colored-Duct-Tape-1-Roll-3920-OR/206714737 | \$ 54.07 | cheaper options available on Amazon
\$47.28 for 12 rolls |
| 9. 200 ft (2 packages)
https://www.homedepot.com/p/Everbilt-1-4-in-x-100-ft-Twisted-Nylon-and-Polyester-Rope-White-17972/202079606 | \$ 33.94 | |
| 10. 2 cases https://www.homedepot.com/p/1-Shot-18-oz-Aerosol-Utility-Marking-Spray-Paint-in-Orange-1S-UMP/310649233 | \$ 280.56
For 24 cans | |

\$ 1,614.92
Requested



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Johnna Krantz, Community Events Coordinator

Commission Meeting Date: January 22, 2024

Agenda Item Wording: Presentation and recommendation regarding Sanitation and Safety related to the 2024 Founders Day Festival Mighty Thomas Carnival.

Agenda Item Requestor: Johnna Krantz, Community Events Coordinator

Summary/Background: John Hanschen with the Might Thomas Carnival will be joining the January 22 meeting to update the Commission on sanitation and security needs in the carnival area for this year’s Festival.

Staff Recommendations:

Recommended Commission Actions:

Attachments:

Next Steps/Schedule: Ensure the safety and sanitation plan meets all Festival needs.



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Johnna Krantz, Community Events Coordinator

Commission Meeting Date: January 22, 2024

Agenda Item Wording: **Discuss and consider recommendations regarding the 2024 Founders Day Festival Traffic Control and Site Plan.**

Agenda Item Requestor: Johnna Krantz, Community Events Coordinator

Summary/Background: All requests for updates to the 2024 Site Plan must be submitted to the Community Events Coordinator so that they can be incorporated into the 2024 Traffic Control Plan to be reviewed by City Council next month.

Changes may include:

- safety needs in the Carnival area
- signage and traffic control for voting access at DSISD Admin Bldg
- timing of road closure for Cook-Off and Vendor Booth load in/out
- any other updates needed

Staff Recommendations:

Recommended Commission Actions: Commission to provide recommendations for the 2024 Traffic Control Plan to be designed by the City Engineer for City Council review.

Attachments:

Next Steps/Schedule: Update the 2024 Traffic Control Plan and bring to City Council for review at the February 6 meeting.